



UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF NEW JERSEY
OFFICE OF THE CLERK

WILLIAM T. WALSH, CLERK

Clerk's Office U.S. District Court—NJ CAREER OPPTY. # 09-19

Position:	Part-time Human Resources/Training Assistant - 20 hours per week
Posting Period:	November 4, 2009 to November 20, 2009
Classification Level:	Salary Range - CL 22-24 (Part-time \$13,821 to \$30,837)*. If filled at the CL-22 or CL 23, may be promoted to the next Classification Level without further competition. *Based on budget and Administrative Office of the US Courts qualifying guidelines.
Location/Duty Station:	Clerk's Office, Trenton, New Jersey

Introduction:

The Clerk's Office is looking for a self-starter, highly motivated and organized individual to join the Human Resources team as a part-time Human Resources/Training Assistant. A HR/Training Assistant is a member of the Clerk's Office and reports to the Human Resources Manager.

Representative Duties:

Administrative duties will include: Responding to attorney emails and phone calls regarding ECF Training; Maintaining the Employee Training Database; Creating and disseminating Training Certificates; Preparing, organizing and filing sign-in sheets for completed training; Making copies of training materials; Preparing and coordinating Training Committee meetings; Updating the INFOWEB information for COCP Level Training; Working with members of the Clerk's Office personnel when coordinating training-related events; Preparing and distributing Training Announcements; Creating surveys using Survey Monkey and feedback sheets; Gathering survey responses and feedback sheets and compiling reports, as necessary; Handling basic training and HR-related inquiries; Producing training and/or HR-related reports as requested by the Training Specialist, HR Mgr. and/or Chief Deputy; Drafting correspondence, as needed; Assisting in the maintenance of the training budget; Responsible for maintaining and purchasing training-related supplies; Maintaining the HR calendar as it relates to training-related events; Assisting the Training Specialist with presentations; Handling main HR telephone; Assisting the HR Manager with assigned HR-related projects; Assisting the HR Department with any administrative tasks, as assigned by the HR Manager. Performs other duties as assigned. **Notes: Knowledge of Corel WordPerfect and Lotus Notes is helpful. Familiarity with court related human resources/training is helpful. Travel to other divisional offices, as needed.**

Qualifications/Skills:

Two (2) years of generalized experience is desired. One year of specialized court experience is helpful. An understanding of clerical procedures related to court operations is preferable. The U.S. District Court for the District of New Jersey is seeking an individual that is motivated, organized and who can work both independently and in a team setting. The incumbent for this position should demonstrate technical and operational proficiency with the ability to use various computer applications. The incumbent for this position will be interacting with Judicial Officers, court staff, attorneys and the public. Therefore, the ability to communicate effectively with various individuals, including all levels of management and all employees, as well as other agencies, respecting others and the uniqueness of the judiciary and acting with integrity are all essential skills. Knowledge of human resources and training terminology is helpful. The incumbent should also demonstrate the ability to perform multiple tasks simultaneously, possess excellent organizational skills, provide careful attention to detail, and exhibit proficiency with computer applications such as, Word Perfect, Excel and Power Point.

Required Clearances:

This position is classified as high-sensitive position, therefore, the successful applicant will be required to submit to a background clearance, which will include a criminal history and fingerprint check.

Application Process:

Qualified candidates must submit a cover letter, resume and salary requirement on or before November 20, 2009 to, Emma Fernandez-Regan, Human Resources Manager, Clarkson S. Fisher U.S. Courthouse, 402 East State Street, Room 2020, Trenton, NJ 08608; or E-mail to: NJD3-HumanRes@njd.uscourts.gov.

INFORMATION FOR APPLICANTS

**THE UNITED STATES
DISTRICT COURT IS AN
EQUAL OPPORTUNITY
EMPLOYER**

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Clerk of Court may elect to select a candidate from the applicant pool of the original announcement without posting the position. Only qualified applicants will be considered for this position. Employees of the U.S. District Court serve under "Excepted Appointments" and are considered "at will" employees. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees. All information provided by applicants is subject to verification. Applicants are advised that false statements or omissions of information on any application materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

**Please visit our website for
more employment informa-
tion at**

www.njd.uscourts.gov

Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e. Direct Deposit). Pursuant to the Immigration and Reform Act of 1986, selection is contingent upon providing proof of being legally eligible to work in and for the United States. Examples of acceptable documentation include a U.S. Passport, original or a certified birth certificate issued by a state, country or municipal authority; a certificate of U.S. Military identification card. If selected for this position, the incumbent will be subject to a six-month probationary period.